

# PLEASE READ AND FOLLOW THESE INSTRUCTIONS BEFORE SUBMITTING YOUR NONIMMIGRANT VISA APPLICATION

**LATENESS:** If you arrive more than 15 minutes after your appointment time, we will not be able to interview you today. Please reschedule online.

**FEE:** The processing fee is \$131 or CFA 60,300 paid in cash. For payment in dollars, your notes should not be more than 10 years old. If you do not have the exact fee with you, the cashier may not be able to receive your fee today, and you will have to reschedule online.

**FORMS:** If you do not have ALL the forms that apply to your case when you reach Window #2, you will not have an interview today and will have to reschedule an appointment online. You should submit a 3-page electronic DS-156 Nonimmigrant Visa Application form. Additionally, all males aged between 16 and 45 should submit a 1-page DS-157 Supplemental Nonimmigrant Visa Application form (typed or handwritten), and all those applying for student visa should submit a 2-page DS-158 Contact Information and work History for Nonimmigrant Visa Applicant (typed or handwritten). These forms should be signed and dated. If you arrive more than 15 minutes after your appointment time, please reschedule online.

**UNANSWERED QUESTIONS:** In all your forms, do not neglect to answer any question. If you left any question unanswered, please complete it now (e.g. questions 15, 16, 18, 19, 20, 24, 25, 29 and 37 on your DS-156 Nonimmigrant Visa Application form; questions 12 and 17 on your DS-157 Supplemental Nonimmigrant Visa Application form; and questions 6 and 7 on your DS-158 Contact Information and work History for Nonimmigrant Visa Applicant). Incomplete forms shall not be accepted. If you arrive more than 15 minutes after your appointment time, you will have to reschedule online.

**BARCODE:** If the barcode on your DS-156 Nonimmigrant Visa Application form is not a consistent barcode looking exactly like this, please print another form now. If you arrive more than 15 minutes after your appointment time, you will have to reschedule online.



**PHOTOGRAPH:** You should submit one 2×2 inch (or 5×5 cm) photograph, taken against a white background, and clearly showing your face, without any shadows. You should not wear any head covering, except for religious grounds, so long as your face is completely visible. We do not take pictures at the consular section. If your photograph does not look like those to the right, please provide another one immediately. If you arrive more than 15 minutes after your appointment time, please reschedule online.



**ACCOMPANIED APPLICANTS:** We do not allow visa applicants to be accompanied. However, applicants under the age of 18 should be accompanied by one parent or guardian. We will also allow the disabled and the elderly to be accompanied by one helper if such assistance is clearly necessary. Apart from the above exceptions, no relative or friend should walk into the consular waiting room, but may use the waiting area outside.

**FINGERPRINTING:** Before your interview, the consular officer will scan your fingerprints. You should place the *four fingertips of your left hand* on the scanner glass, then the *four fingertips of your right hand*, and finally your *two thumbs together*. The tips of the fingers must touch the glass.

**VISA COLLECTION:** Printed nonimmigrant visas are available for collection on Mondays, Wednesdays and Thursdays at 1600 and on Fridays at 1130. If you fail to pick up your visa on the recommended day, you can only do so some other day within those hours.

PLEASE RETURN THIS DOCUMENT TO THE CONSULAR OFFICER WHEN YOUR INTERVIEW BEGINS